

# Online Non-Disclosure Agreement

*- Please initial policy agreements that apply then sign and date -*

I, \_\_\_\_\_, have read and understand the

Print Name

the following State of Arizona policies relating to best practices and usage for online access of state resources and agree to the following policies and non-disclosure agreements:

## **P150 Virtual Office Policy**

1. I agree to comply with conditions of this policy and agree that the State of Arizona reserves the right to monitor and log all Virtual Office VPN network activity without notice.
2. I agree that all Virtual Office client devices and software purchased by the State remain the property of the State of Arizona and that I have no expectation of privacy in the use of these resources while participating in State Virtual Office activities.
3. I agree that all Virtual Office client devices and/or portions thereof purchased by state employees and/or contractors shall remain the property of the individual employee/contractor and each shall have no expectation of privacy in the use of these resources while participating in State Virtual Office activities.
4. I agree that all state data/information residing on Virtual Office client devices, whether public or confidential, shall remain the property of the State of Arizona.
5. I agree to the P401 Email Use Policy and P501 Internet Use Policy and will initial their agreements for using state or personal internet/email resources for purposes of conducting state business.
6. I agree that the State reserves the right to cancel my Virtual Office privileges at any time.

\_\_\_\_\_Initial

## **P401 Email Use Policy**

1. I agree to comply with conditions of this policy and agree that the State of Arizona reserves the right to monitor and log all email activity without notice.
2. I have no expectation of privacy in the use of these resources and understand and agree that all email activity, whether public or confidential, shall remain the property of the State of Arizona.

\_\_\_\_\_Initial

## **P501 Internet Use Policy**

1. I agree to comply with conditions of this policy and agree that the State of Arizona reserves the right to monitor and log all Internet and network activity without notice.
2. I have no expectation of privacy in the use of these resources and understand and agree that all email activity, whether public or confidential, shall remain the property of the State of Arizona.

\_\_\_\_\_Initial

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## **State of Arizona Telework Program<sup>1</sup> and Policy<sup>2</sup>**

1. I agree to comply with conditions of this program and policy and agree that the State of Arizona reserves the right to monitor and log all telework and network activity without notice.
2. I have no expectation of privacy in the use of this program and understand and agree that all telework activity, whether public or confidential, shall remain the property of the State of Arizona.
3. I agree that all telework client devices and software purchased by the State for my use remain the property of the State of Arizona and that I have no expectation of privacy in the use of these resources while participating in telework activities.
4. I agree that all telework client devices and/or portions thereof purchased by state employees and/or contractors shall remain the property of the individual employee/contractor and each shall have no expectation of privacy in the use of these resources while participating in the State of Arizona Telework Program.
5. I agree that all state data/information residing on telework client devices, whether public or confidential, shall remain the property of the State of Arizona.
6. I agree to the P401 Email Use Policy and P501 Internet Use Policy and will initial their agreements for using state or personal Internet/email resources for purpose of conducting state business.
7. I understand and agree that the use of Virtual Private Network (VPN) may be deployed for my use in protecting state resources and information.
8. I agree that the State reserves the right to cancel my telework privileges at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **LIABILITY**

Neither the State of Arizona nor the \_\_\_\_\_  
(Agency Name)

make warranties of any kind, whether express or implied for the use of online technologies and any other electronic resources. Additionally, neither the State of Arizona nor the agency indicated above is responsible for any damages, whatsoever, that the online participant may suffer arising from or are related to the use of online technologies and other electronic resources.

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<sup>1</sup> <http://teleworkarizona.com/>

<sup>2</sup> <http://teleworkarizona.com/mainfiles/employee/epolicies.pdf>